

Instructions for Completing the 2012-2014 BLM-Requested Cadastral Services Inventory

These instructions correspond to the Excel file entitled “2012-2014 BLM-Requested Cadastral Services Inventory.” This file contains dropdown lists to ensure nationwide uniformity in the data. These instructions provide explanations as to how to fill in the spreadsheet.

Saving the File:

After downloading the Excel file (Attachment #4) from the intranet, add the two-letter state abbreviation to the end of the file name prior to submitting the final document to the Washington Office.

Example: “2012-2014 BLM-Requested Cadastral Services Inventory.xls” for Alaska should be renamed to “2012-2014 BLM-Requested Cadastral Services Inventory AK.xls.”

Instructions for those using Excel 2007: This file has been developed and distributed using Excel 2007. When saving, pick *Excel Workbook* in the *Save As Type* box.

Instructions for those using the 97-2003 version of Excel: When saving, the message *Significant Loss of Functionality* appears. Ignore this message and select *Save*. This file has also been tested in this older version with no differences in functionality found. When saving, pick *Excel 97-2003 Workbook* in the *Save As Type* box.

Open the file and input the information for the Bureau of Land Management (BLM) state office on the appropriate worksheet. (Note: Each state office has a separate worksheet.)

State (Column A) – This column contains a dropdown list which lists each of the BLM state offices.

Action:

Select the appropriate BLM state office with administrative jurisdiction for the area of the survey.

Jurisdiction (Column B) – Information listed in the dropdown list for this column is based upon the selection made in Column A. Some BLM state offices do not have a multiple-state jurisdiction. BLM state offices with only one jurisdiction will report the same information as shown in Column A. This is redundant information, but it is necessary. For those BLM state offices with a multiple-state jurisdiction, there is a complete list of the states or commonwealths in said jurisdiction. There were some programming issues with this function working on every worksheet. If the dropdown does not work, simply enter the two-letter designation of the jurisdiction.

Action:

Select the state where the project is located from the drop down.

**Instructions for Completing the 2012-2014
BLM-Requested Cadastral Services Inventory**

Field Office / Agency Office (Column C)

Action:

Input the name of the BLM field office.

Township, Range, and Section or Project Name (Column D) – If the location of the survey is in a public land state, input the appropriate Township, Range, and Section in the following format: T. (number) (Direction (N or S)), R. (number) (Direction (E or W)), Sec. (number). If the location of the survey is not in a public land state and is better described by a project name, input said name.

Action:

Input the location of the survey or describe the survey using a project name.

Description/Comments (Column E)

Action:

Input a description of the survey or any applicable comments. If the category of service is Supplemental Plat, include the number of plats if more than one. If the category of service is Remonumentation, include the number of monuments.

BLM Strategic Action Plan Category (Column F) – Refer to **Priority Driver (Column G)** for a detailed explanation of this category.

Priority Driver (Column G) – The FY 2006 Survey Request Inventory contained approximately 200 different priority drivers. For subsequent inventories, the 200 Drivers were grouped into a smaller list (50) from which to choose. It is necessary to first select the appropriate **BLM Strategic Action Plan Category** *before* selecting the appropriate **Priority Driver**.

Note 1: Below is the complete list of *BLM Strategic Action Plan Categories* and *Priority Drivers*. Example: **Energy and Minerals** is a *BLM Strategic Action Plan Category*, and **Minerals, Non-Renewable Energy, and Renewable Energy** are *Priority Drivers*.

Note 2: *After* making your selection in Column F, select the Priority Driver in Column G that best describes the reason a request has been made. More than one driver may fit, so you are asked to provide the most prominent reason for the request.

IMPORTANT: For this inventory, the term *request* refers to a need that has been identified by a customer. Within the context of this inventory, the term *Request* does not refer to an official *Survey Request* using form 9600.

**Instructions for Completing the 2012-2014
BLM-Requested Cadastral Services Inventory**

Action 1 (Column F)

Select the appropriate BLM *Strategic Action Plan Category* from the dropdown list.

Action 2 (Column G)

Select the appropriate *Priority Driver* from the dropdown list. The following list serves as a reference as you select the priority driver that best fits each project; the list may also be viewed on the *Dropdown List* worksheet in attachments 4 and 5.

Priority Drivers

I – Energy and Minerals (RU)

- 1 – Minerals**
- 1 – Non-Renewable Energy**
- 1 – Renewable Energy**
- 1 – ROW Energy**

II – Forage/Range (RU)

- 2 – Fencing**
- 2 – Grazing**

III – Forest Products (RU)

- 3 – Forest Management**
- 3 – Forest Products**

IV – Heritage Resources (RP)

- 4 – Cultural Resource Protection**
- 4 – Protect Treasured Landscapes**
- 4 – Water Resource Protection**
- 4 – Wild and Scenic River**
- 4 – Wildlife Protection**

V – Land Tenure Adjustment (SC)

- 5 – Alaska Statehood Act**
- 5 – ANCSA**
- 5 – Boundary Marking and Posting**
- 5 – Define Administrative Boundaries**
- 5 – Define Resource Use Restrictions**
- 5 – Easement – Define Administrative Boundaries**
- 5 – Easement – Realty Action**
- 5 – Easement – Hunting/Fishing**
- 5 – Land Acquisition**
- 5 – Land Development**
- 5 – Land Disposal**
- 5 – Land Exchange**
- 5 – Legal Description Correction**
- 5 – Legislative Mandate with Funding**
- 5 – Realty Action**
- 5 – Remove Clouded Title**
- 5 – ROW Acquisition**

**Instructions for Completing the 2012-2014
BLM-Requested Cadastral Services Inventory**

- 5 – ROW Realty Action**
- 5 – Small Tracts Act**

VI – Jurisdictional Dispute/Trespass (SC)

- 6 – Boundary Dispute**
- 6 – Boundary Resolution**
- 6 – Corrective Resurvey**
- 6 – Jurisdictional Dispute/Trespass**
- 6 – Trespass Abatement**
- 6 – Trespass Court Action**
- 6 – Trespass Law Enforcement**

VII – Recreation (RE)

- 7 – Recreation Services**
- 7 – Recreation Trespass**

VIII – Abandoned Mine Lands, Fire, and Vegetation Removal (SC)

- 8 – AML Boundary Resolution**
- 8 – Fire Rehab**
- 8 – Fuels Reduction**
- 8 – Fuels Reduction – Mechanical**
- 8 – Fuels Reduction – Chemical**
- 8 – Public Land – Urban Interface**
- 8 – Remove Invasive Species**
- 8 – Vegetative Treatments**
- 8 – Wildland Fire Management**

Projected Miles (Column H) – In most cases Column H will be filled out by the state office Cadastral Survey Department. This includes the miles of boundary line to be identified plus miles of resurvey. The entry should be rounded to the nearest mile. If the category of service is *Remonumentation*, leave blank.

IMPORTANT: Remonumentation – Most of the projects submitted in previous inventories have fallen within the *Official Cadastral Survey* category. Specific guidance with respect to the *Remonumentation* category is described above in sections **Projected Miles (Column H)** and **Township, Range, and Section or Project Name (Column D)**. The guidance for *Supplemental Plats* is the same as for *Official Cadastral Survey*. An *Administrative Survey* typically involves field survey work without an official record produced for filing in the Federal records system.

Action:

Input the total miles, including miles of resurvey, rounded to the nearest mile.

Projected Cost (Column I)

Action:

The cadastral office will input the estimate.

**Instructions for Completing the 2012-2014
BLM-Requested Cadastral Services Inventory**

Tangible Benefits/Consequences Minimum (Column J) – A dropdown list is included in this column for the purpose of reporting uniform information nationwide. The value of the **Tangible Benefits/Consequences** is described as a range. If the minimum tangible benefit is not greater than the project’s cost, the project may not warrant being funded. As a general rule, a project should have a value for *Tangible Benefits Consequences* that is twice the projected cost, as identified in column I, for consideration in this inventory.

Note: Generally, *Tangible Benefits* is defined as the value of resources to be extracted. *Consequences* are the value of damages resulting from the loss of resource and/or the cost of litigation in defending or asserting rights resulting from uncertain boundary location.

Action:

Select the estimated dollar value for the Tangible Benefits/Consequences Minimum.

Tangible Benefits/Consequences Maximum (Column K) – The dollar value selected in this column should be equal to or greater than the dollar value selected in column J. If the dollar value selected in this column is less than the dollar value selected in Column J, the dollar value in Column K will appear as “~~strikethrough~~” text. (Example of “~~strikethrough~~” text is as follows: ~~Strikethrough text~~.) If this occurs, select a greater dollar value.

Action:

Select the appropriate dollar value from the list.

Category of Service (Column L) – A dropdown list is included in this column for the purpose of reporting uniform information nationwide. See endnote 3 for more information.

Action:

Select the appropriate Category of Service from the four possibilities: 1) Official Cadastral Survey, 2) Supplemental Plat, 3) Remonumentation, and 4) Administrative Survey.

Fiscal Year (Column M)

Action

Select the fiscal year when the field survey will be needed from the list of four possibilities: 1) 2012; 2) 2013; 3) 2014; 4) 2014+.

Previous Survey Pre- or Post-1910 (Column N)

Action:

Select the appropriate time period which describes when the last cadastral survey was performed on the boundary(s) identified in this request. **(Completed by Cadastral Office)**

Request Method (Column O)

Action

Select the method of communication in identifying the need from the dropdown list.

**Instructions for Completing the 2012-2014
BLM-Requested Cadastral Services Inventory**

High Risk Resource Boundaries (Column P)

A recent Office of Inspector General report stated that significant resources have been lost or are at risk due to uncertain boundary location. To comply with findings in this report, we will identify lands that meet this criterion.

Action

If significant resources have been lost, or are at risk, due to uncertain boundary location, select *yes* from the dropdown.

Primary Benefiting BLM Program Supported (Column Q)

Action

Select the one BLM program from the list that benefits the most from the proposed cadastral service.

Optional - Additional Benefiting BLM Programs (Column R)

Action

The program benefiting the most from the requested service goes in column P. If additional programs benefit, please enter those here. Enter in order of importance, with the most important first; e.g., “2810, 1010, 1430.” Please enter the number only.

Optional - Top Ten (Column S)

Action

Rank your top 10 BLM projects. Enter 1 by the highest priority and 10 by the lowest. Only 10 projects will have a value in this column. This information may be used for special project funding and one-time distribution as funds are identified.

LR2000 Case # (Column T)

Action

Provide the corresponding case number (Case #) in LR2000 if one exists.

Data Manipulation Using the *Sort* Function

When sorting, *always select complete rows*. If complete rows are not marked when sorting, and only consecutive cells within a column are selected, the data fields will transfer to other rows. Save often.

Steps in Sorting: 1) Select complete rows (excluding the header row). 2) Select Data (do not select the “a/z” icon on the tool bar), then select Sort which will bring up the sort menu. 3) Select Ascending/Descending as needed. 4) Select the column to sort by from the dropdown list.